



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	STAFF ANALYST
3	Posting Number	PN# 111281
4	Department	Building Services
5	Division	CIP
6	Section	N/A
7	Reporting Location	900 Bagby*
8	Workdays & Hours	M - F, 8:00 a.m. - 5:00 p.m.* *Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Functions in a staff role to provide professional analytical, administrative and/or management systems services to the Deputy Assistant Director. Investigates and makes recommendations for addressing issues of medium complexity and/or sensitivity. Negotiates solutions for problems of simple to medium complexity. Compiles data, produces information and interprets results through conclusion or recommendation formulation. Develops reports, special documents or publications as assigned. Completes special projects on a wide variety of financial, administrative, professional, management and community issues. Represents supervisor at meetings and functions and makes presentations as needed.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelors degree in Business Administration, Public Administration, or field directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

Three years of professional administrative, financial, or analytical experience related to the type of work being performed are required.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver's License and comply with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates with excellent oral and written communication skills. Strong organizational, task management and analytical skills are strongly desired. Candidate must be proficient in Microsoft Office, including Excel and Power Point, and willing to learn other data management software.

SELECTION/SKILLS TESTS REQUIRED

Applicants will prepare various documents during the interview process.

SAFETY IMPACT POSITION ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 26	
\$1,587 - \$3,016 Biweekly	\$41,262 - \$78,416 Annually

OPENING DATE June 21, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer